

**DAS Subcommittee Meeting: Minutes**  
**Monday, November 21, 2022, 1-2:30 p.m. CT, Zoom**

<https://us06web.zoom.us/j/85438860090?pwd=RUVkbWF5SDFqZ1FYei9DMjg5WWxNdz09>

**Members:** Present (P) Absent (A)

Alison Anderson - P  
Sally Benny - P  
Lauren Burroughs (chair) - P  
Pamela Campbell - P  
Sara Davis (immediate past chair) - P  
Nolan Eller - P  
Katherine Fisher (vice-chair/chair elect) - P  
Larissa Krayner - A  
Maren Read - A  
Ryan Leimkuehler - A  
Krista Oldham - P  
Akila Ruffin (Education Program Specialist) - A  
Rana Salzmänn (Director of Education) - P

**1. Welcome (Lauren)**

- Happy Thanksgiving!

**2. SAA and CoE Updates (Rana)**

- Michael Santiago, Education Program Specialist, and Meeting Associate. He will occasionally pop into this meeting and be a tech point person.

**3. DAS Recertification Update (Lauren)**

- Committee has been working on a proposal to amend Recertification Requirements. (**see proposal**)
  - <https://docs.google.com/document/d/176ZBD55XygYLtVFcfDLQWZ0mlhgt3yhC/edit>
- Feedback was good from Council.
  - Council would like there to be a standard rubric
  - How will courses outside of SAA meet already established SAA requirements and standards
  - Address scenarios where someone paid for a course but it is not approved for credit. How will this scenario and others like it be addressed?
  - Develop a timeline/approval window for turnaround time for review.
- Rubric will be assigned to the Document Subcommittee and then brought before the whole DAS committee.
- Would like to have this in front of Council for the February meeting.
- Questions

- Alison – Is it a one-to-one ratio? How are courses assessed? How do you determine what equates to a DAS course? How are they weighted?
- Sara – Talked a lot about this and looked at how ACA did their courses. A lot of questions in terms of what would be counted as a course. This was something to be worked on at a later time.

#### 4. Subteams (Breakout, 30 minutes)

#### 5. Subteams - Report out

##### ○ Comprehensive Exam Team (Katherine)

- We are just about finished with the reading list revamp. The Zotero Library is more or less finalized. SAA now owns that group with the subteam maintaining it. We are doing the final clean-up and will work with Rana to get it posted.
- Working to coordinate with Rana for the job advertisement for Exam Managers. Please review this and provide feedback by December 2<sup>nd</sup>. One open question that we have is whether current SAA membership is a requirement for people in this role.
  - Rana – SAA membership is required for the sub-committee, so should be required for the Managers.
  - [https://docs.google.com/document/d/18\\_pq6RJGEvj3\\_tKyW8Khg0A\\_5D5Jkxu-FE0-02cJJK4/edit](https://docs.google.com/document/d/18_pq6RJGEvj3_tKyW8Khg0A_5D5Jkxu-FE0-02cJJK4/edit)

##### ○ Documentation Team (Lauren)

- Lauren took a look at appendix B. Thinks it can be easily transformed into a checklist that candidates can use to ensure that courses will be accepted. We can discuss contingencies when courses will not meet credit. Hopefully, at the next meeting, we will have a checklist to share.
  - <https://docs.google.com/document/d/176ZBD55XygYLtVFcfDLQWZ0mlhgt3yhC/edit>

##### ○ Course Development Team (Sara)

- Started looking into the evaluation of all of the webcasts. Krista has started doing her first evaluation and will share it with the rest of the team. If you do have a webcast we are asking that you submit your evaluations by April.
- Liaison spreadsheet, Pamela has done some minor edits and has identified seven courses that do not have liaisons. Cleaning up the data and looking at different tiers to determine where we want to retire courses or fill gaps. Looking at how the data can be revised so that it can be reviewed. Please let us know if you have any other things you would like to see with the spreadsheet.

- [https://docs.google.com/spreadsheets/d/1Rb94E9q0S0SMQb3UW7RA1Wb6sf\\_mYxGe/edit?usp=share\\_link&oid=104267259926747222660&rt=pof=true&sd=true](https://docs.google.com/spreadsheets/d/1Rb94E9q0S0SMQb3UW7RA1Wb6sf_mYxGe/edit?usp=share_link&oid=104267259926747222660&rt=pof=true&sd=true)

## **6. Additional reports/comments**

- Katherine – Who owns the audit form? About making decisions about what information is covered in this form.
- Rana – I think the Documentation subteam should own it. The audit form has been very static for the last couple of years. Would be good to make it a living form. If you have any additions email Lauren and cc Rana.
- Krista – When we are reviewing we are using the final audit form correct?
- Lauren – Yes, use the final version of the form.

## **0. Adjourn**

1:57 p.m.